

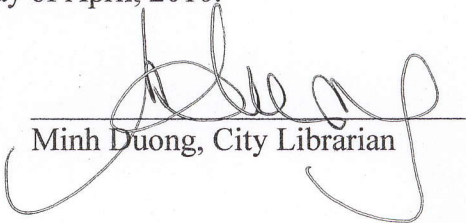
Study Rooms Policy

The National City Public Library provides three Study Rooms to enable individuals or small groups to meet or have a quiet space to work during regular library hours. One room accommodates up to eight people, and two rooms accommodate up to four people. Study Rooms are available for use free of charge.

1. First priority in scheduling the use of Study Rooms is reserved for library programs and services.
2. Reservations may be made up to 7 days in advance. Guests may call in their reservation by dialing (619) 470-5830 during library hours.
3. A valid National City library card is required to use the Study Rooms.
4. Time slots are up to two hours in length for individuals or groups. If nobody is waiting, guests currently using the room may stay until the next person or group requests use of the room.
5. The Study Room will be held for ten minutes past the time of the reservation, after which time it will be made available to other guests.
6. The number of guests using the room shall not exceed the occupancy load allowed by the Fire/Building code.
7. Guests may not leave their belongings unattended in the Study Room. The Library assumes no responsibility for any losses or damages, direct or indirect, arising from use of the Study Room.
8. Study Room users are responsible for any damage to the room or furniture. The room must be left in clean and neat condition.
9. Food and beverages are not allowed in the Study Rooms.
10. Library staff reserves the right to deny access or terminate use of the Study Rooms if guests fail to comply with any part of this policy.
11. The Library's Rules of Conduct for Patrons apply to the Study Rooms.

Study Rooms shall not be used for private functions, commercial purposes for personal financial gain, fundraising or "for-profit" events, religious or political activities, or any activity deemed not in consistence with the Library's mission.

Adopted by the Library Board of Trustees this 14th day of April, 2010.


Minh Duong, City Librarian